

MINUTES OF BOARD OF DIRECTORS' MEETING  
HELD THURSDAY, OCTOBER 25, 1962

Present were: Mr. Ellis Dr. Paddock  
Dr. Wood Mr. Jones  
Mr. Feuerstein Mr. Hardin  
Mr. Schein Mr. Arentz  
Mr. Cooper Rev. Borton  
Mr. Wilson Rev. Berry

From Staff: Mr. Kilduff

MINUTES OF LAST BOARD MEETING

In the minutes of the last Board Meeting sent to all members, under the heading FINANCE COMMITTEE REPORT, the sentence with the words other members should be changed to read some members. Mr. Ellis also discussed this section of the minutes and said the remarks made regarding the Finance Committee in relation to the portfolio, should be qualified to the extent that during the past few years invasion of the Capital Account had been made to support the agency. The minutes were then approved as corrected.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report for the month ending September 30th, which showed - nine months Disbursements \$73,431.99 - nine months Receipts \$64,937.69 - Disbursements in Excess of Receipts \$8,494.30. The Treasurer's Report for the month of September was accepted as presented.

Mr. Cooper also presented to the Board the Budgetary Requirements for the Family Service Bureau commencing January 1, 1963 to December 31, 1963. After reviewing the proposed budget, it was suggested that under the item Christmas Fund the amount of \$4,500 be raised to \$5,000, and under the item Benefit Performance, the budget show \$500 for the year 1963. With these changes, the estimated income for Family Service Bureau for 1963 would be \$22,500, and request from the Welfare Federation \$90,000.00. The Budget as presented by Mr. Cooper, after discussion, was approved as changed.

It was also explained that our income will reflect over a \$4,000 increase from last year. Through the efforts of Mr. Ellis, the Turrell Fund increased its appropriation to Family Service Bureau from \$1,500 to \$2,500. The Benefit Performance at the Paper Mill realized a profit of \$1,007. The fees have every indication of rising to \$7,000 in 1963, whereas last year fees from clients were only \$4,449.50.

FINANCE COMMITTEE REPORT

Mr. Jones reported that in regard to our properties at 40-h2 Bleeker Street, in his discussion with Mr. Blau, the proposed \$45,000 for both properties from the Newark Housing Authority was a firm offer; however, no contact has been made recently with the Authority. Mr. Jones will check further.

BUILDING COMMITTEE REPORT

Mr. Wilson, in the absence of Mr. Merdinger, reported that the specifications and the detailed plans for the remodeling of our building at 15 Fulton Street are completed. As of this Board Meeting, only one firm had submitted a bid, two others will be forthcoming. The R. D. Construction Company submitted a bid of \$23,795.00, which did not include two items. Mr. Wilson said a contract will be signed after the other two bids have been analyzed, and it will be with the lowest bidder.

The Board, at previous meetings in June and September had given the Building Committee, and specifically Mr. Merdinger and Mr. Wilson, the authority of signing contracts and of borrowing up to \$25,000 from the banks for the remodeling costs. However, in the discussion of the specifications, Mr. Wilson felt that on page 1, item 5, under the heading Insurance & Liabilities, the amount of public liability that the contractor was asked to insure himself against of \$50,000 to \$100,000 was low and it was his suggestion that this should be raised to \$100,000 to \$300,000, and that the architect Litwack & Shteir should be informed. The burden of payment should be the responsibility of the contractor finally given the contract for remodeling 15 Fulton Street.

The Executive Secretary was also directed to check with our Family Service Bureau insurance agent - in this case Mr. Schaefer, and ask for his opinion on this section.

CASE COMMITTEE REPORT

Dr. Paddock reported on a case presented to the Case Committee on the second Tuesday of the month, and said that it was very interesting as the client was Porto Rican. He explained how he had been helped by the Bureau even though he in the beginning had tremendous difficulty with the English language, together with being unfamiliar with our customs. The man told the Committee that even though he is still under treatment, a great many of his problems have been solved with the help of the caseworker at the Bureau.

PSAA BOARD-STAFF COMMITTEE

Mr. Kilduff gave to each Board Member a program of the Board-Staff Committee of the F.S.A.A. of America, which will be held at the Biltmore Hotel on Thursday, November 9th, and asked if Board Members could arrange their schedule to attend.

BELLEVILLE REPORT

In the absence of Mr. Geaney, Mr. Kilduff reported that he and Mr. Geaney had met with the Board of Directors of the Belleville Family Agency on October 16th and discussed the feasibility of extending service to the Belleville Agency or merger of the Belleville Agency with the Family Service Bureau of Newark. No definite report of action by the Belleville Agency has been received since this meeting. Both Mr. Geaney and Mr. Kilduff felt that the Belleville Agency was seriously considering the proposal of merger. When this will happen is not known at this time.

AGENCY ACTIVITY REPORT

Briefly, Mr. Kilduff informed the Board that Intake for the month of September has gone over 100 new families. Mr. Schein asked Mr. Kilduff what was the maximum caseload for each professional caseworker on the staff, and he informed him that 25 families seen on a weekly basis was the maximum each caseworker could handle, since all interviews are on a 50-minute interview basis. Dr. Wood suggested that when the Bureau presents its Budget to the Budget Committee of the Welfare Federation, a graph showing the increase in our service and decrease in the appropriation by the Welfare Federation to the Family Service Bureau over a 5 year period might be extremely helpful in pointing out to the Budget Committee the return the Federation is getting in relationship to the amount of money allocated to our agency over this period.

OTHER BUSINESS

Mr. Jones brought before the Board for information only a request that he had from a Miss Wise, of the Tenant Relations Division of the Newark Housing Authority, requesting him to participate in the establishing of a Protestant-centered family agency and asking him if he would help in their fund-raising dinner. Mr. Jones and Board felt that establishment of this agency would be a duplication of service.

The next meeting of the Board will take place on the first Thursday in December - December 6th at 6:00 P.M. sharp and will be a November-December Board Meeting. Please note that it will be the FIRST Thursday in December.

Meeting adjourned.

Edward V. Kilduff  
Executive Secretary

EVK:H